



Board of Optometry
2420 Del Paso Road, Suite 255
Sacramento, CA 95834
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www.optometry.ca.gov



INSTRUCTIONS FOR COMPLETING APPLICATION FOR OPTOMETRIST LICENSE

The Board of Optometry issues licenses to practice optometry to qualified individuals. The Board verifies licensure eligibility through a number of sources, including optometry schools, the national exam vendor, and the California Department of Justice (See Section 1). A license will be issued after the application review process is complete and it is determined that all conditions for licensure have been met (See Section 2) and none of the grounds for denial exist (See Section 3). Once a license is issued, it is incumbent upon the licensee to meet all renewal requirements (See Section 4).

SECTION 1 – APPLICATION INSTRUCTIONS

The following items are required to complete the application review process:

1. **Application:** An “Application for Optometric License” must be completed in its entirety and submitted to the board office with required fee and supplemental information in order to be processed. All information must be provided truthfully in the appropriate application box including first, middle and last names. If an applicant has no middle name, this is to be indicated with the acronym “NMN” under “Middle in box 1.”

The application form should be typed or legibly printed except for the signature. Items 1 through 10 must be completed as indicated on the application form. If there is insufficient space on the application for required information use an adequately identified supplementary sheet of 8.5” x 11” paper.

If possible, please give a permanent mailing address where important information can be sent throughout the entire licensing process.

2. **Fee:** The license application fee is \$275.00 and is not refundable. Fees should be submitted in the form of a check or money order made payable to “Optometry Board.”
3. **Photograph:** The application must include one 2” x 2” not-mounted, bust-size (not full length), passport quality photograph of the applicant taken within six months of submitting the license application to the board.
4. **Confirmation Notification:** The board provides written notification to candidates within 30 days of the receipt of an application. However, applicants may enclose a self-addressed, stamped postcard with the application and the board will date stamp and return it to you as immediate confirmation that the application was received.

5. **Fingerprints:** California Business and Professions Code section 480 requires applicants to submit to a criminal background search. In order to facilitate the background search, applicants must submit fingerprints to the California Department of Justice (DOJ). Applicants may choose from the following fingerprint methods.
- Applicants can use “Live Scan,” which will process fingerprints generally within 48 hours of scanning and is only performed in California at sheriff offices and select police stations. The fee for this service varies and is paid to the law enforcement agency performing the scan.
 - Out of state applicants who cannot be fingerprinted in California must have their fingerprints rolled onto DOJ fingerprint cards at a law enforcement agency in their state of residence. It generally takes four to six weeks to process fingerprints submitted on DOJ fingerprint cards.

Applications should indicate the preferred form of fingerprint method (“Live Scan” or DOJ fingerprint card) upon submission of their application to the board. After the application is received, the board will provide fingerprint forms. The board will not supply fingerprint forms if an application is not on file.

6. **Transcripts:** Official transcripts from each college/school of optometry that applicant attended must be sent to the board office directly from the optometry college/school registrars office. Transcripts must document conference of a doctor of optometry (OD) degree and the course grades received.
7. **Exam Results:** If requested by the applicant, “Official Score Reports” for Basic Science (Part I), Clinical Science (Part II), and Clinical Skills & P.A.M. (Part III) examinations are submitted directly to the board. The board only accepts score reports issued by NBEO. Passing scores for these NBEO examinations are indicated by a “P” next to the examination’s total score on the report. All Part I and II exam administrations are applicable for licensure. Part III tests administered prior to January 1, 2000 are not applicable for licensure.

The NBEO administers the California Law and Regulations examination in conjunction with their Part III exam. This examination is not administered by the board, therefore, it suggested candidates register for the California examination when registering for the NBEO Part III exam. The passing score for this examination is based on psychometrically sound principles for establishing minimum qualifications and levels of competency. Therefore, passing scores may vary for each administration of the examination. All applicants for licensure are provided written confirmation of their examination results. Examination results are also posted on the board’s website by candidate number, which is provided on test booklets distributed when the examination is administered. Scores for the California Exam cannot be accessed by candidate name.

Applicants should mail items 1 through 4 to the board office. Upon receipt of the application, the materials needed for the criminal background check will be mailed to the applicant. Transcripts mailed to the board from the schools will be incorporated into the applicant file. Exam results mailed by the NBEO will be incorporated into the applicant file. Results of the criminal background search issued by DOJ will be incorporated into the applicant file. After the file is complete, the board will review the file to determine licensure eligibility.

SECTION 2 – REQUIREMENTS FOR OPTOMETRIST LICENSE

All conditions for licensure must be met in order to obtain a license to practice optometry in the state of California. Following are laws and regulations that set forth such conditions:

- **Business and Professions Code Section 3044.** A person over the age of 18 years desiring to engage in the practice of optometry in this state may file an application for examination and an application for licensure. The application shall be accompanied by the required fee.
- **Business and Professions Code Section 3045.** Applications shall be verified by the oath of the applicant and shall contain information and evidence satisfactory to the board showing the eligibility of the applicant.
- **Business and Professions Code Section 3046.** In order to obtain a license to practice optometry in California, an applicant shall have
 - graduated from an accredited school of optometry,
 - passed the required examination for licensure,
 - and not have met any of the grounds for denial established in Section 480. The proceedings under this section shall be in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.
- **California Code of Regulations Section 1531**
The licensure examination is composed of:
 1. Written cognitive examination approved by the board and developed by the board or the National Board of Examiners in Optometry (NBEO) in Basic Science (NBEO Part I)
 2. Written cognitive examination approved by the board and developed by the board or the NBEO in Clinical Science (NBEO Part II).
 3. Patient Care Examination developed by the board or the Patient Care Examination developed by the NBEO, if the NBEO Patient Care Examination has been passed on or after January 2000 (NBEO Part III).
 4. California Laws and Regulations Examination developed and administered by the Board or its contractor
- **Business and Professions Code Section 3054.** The passing grades for the licensure examination shall be based on psychometrically sound principles of establishing minimum qualifications and levels of competency. If an applicant fails to pass any section of the examination, he or she may be examined in any succeeding examination held during the next five years only in those sections in which he or she failed to obtain a passing grade.

Applicants from Non-Accredited (Foreign) Schools of Optometry

The NBEO requires graduates from non-accredited schools to obtain endorsement from a state board or optometry school in order to sit for the NBEO exams.

According to Business and Professions Code Section 3057.5, the California Board of Optometry shall permit a person who meets all of the following requirements to take the examination an optometrist license:

- (1) Is over the age of 18 years.
- (2) Is not subject to denial of a certificate under Section 480.
- (3) Has a degree as a doctor of optometry issued by a university located outside of the United States.

Graduates from schools of optometry outside the United States who do not meet the criteria set forth in B&P Section 3057.5 will not be granted endorsement to sit for the licensing exams. Graduates from schools of optometry outside the United States seeking licensure in California should send a letter requesting endorsement with a copy of their optometric doctorate (OD) diploma and school/college/university transcripts (translated into English if applicable). The Board will not provide written notification to applicants once endorsement is granted. Letters of endorsement are only provided to the NBEO.

SECTION 3 – GROUNDS FOR DENIAL

Business and Professions Code Section 480 sets forth the grounds for denial of an application for licensure as follows:

The Board may deny a license on the grounds that the applicant has one of the following:

- Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
- Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
- Done any act which if done by a optometrist, would be grounds for suspension or revocation of license. The board may deny a license only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

A board may deny a license on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

SECTION 4 – LICENSE RENEWAL REQUIREMENTS

Expiration Date

A license expires at midnight on the last day of the licensee's birth month following the original issuance of the license and thereafter at midnight on the last day of the licensee's birth month every two years. Wherein a license is issued within 45 days of a licensee's birthday, the first expiration date will be on the last day of the licensee's birth month in the following year and thereafter at midnight the last day of the licensee's birth month every two years.

Renewal Fee(s)

The renewal fee for an optometrist license is \$300.00 with a \$25.00 delinquent fee for renewals that are not postmarked by midnight on the expiration date. Metered mail postmarks are not accepted as evidence of the date the renewal was mailed.

Continuing Optometric Education and CPR

Therapeutic pharmaceutical agent (TPA) certified optometrists (Post January 1996 graduates are TPA certified upon licensure) are required to complete 50 hours of continuing education (CE) and have current cardiopulmonary resuscitation (CPR) certification obtained from the American Heart Association, American Red Cross, or other provider approved by the board for license renewal. Thirty-five of the 50 CE hours must be in the diagnosis, treatment and management of ocular diseases in any combination in the following topics:

- Glaucoma,
- ocular infections or inflammation
- topical steroids,
- systemic medications, and
- the use of pain medications.

The remaining 15 hours shall be in course work that increases a licensee's knowledge of optometry. Up to 8 of the required 15 hours may be in the area of patient management.

Licenses without TPA certification are required to complete 40 hours of CE in course work that informs the licensee of practice development in optometry since the original issuance of his/her license. Up to 8 of the required 40 hours may be in the area of patient management.

New licensees are exempt from CE requirements upon the first renewal of their license unless initial licensure comes over one year after graduation from optometry school. Active military personnel are exempt from CE requirements if serving in the armed forces at anytime during a license renewal period. CPR renewal requirements apply to new, established, and active military license holders. Exemptions will be made for CPR certification due to physical impairment, illness, incapacity, or other unavoidable circumstances.

License holder may apply to the board's executive officer for a CE and/or CPR extension(s) for illness, incapacity, or other unavoidable circumstances. Extensions for CE do not eliminate the hourly requirement for the year in which the extension was granted. That is, if the board grants a CE requirement extension, the following license renewal will include current CE hours as well as the past renewal period requirement for which the extension was granted.



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APPLICATION FOR LICENSURE AS AN OPTOMETRIST

The following information is required under Sections 3044, 3045 & 3046 of the Business and Professions Code. All terms of information requested are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information provided will be used to determine qualification for licensure. The official responsible for the maintenance of this information is the Executive Officer.

The information may be transferred to other interagency or intergovernmental agency, and/or enforcement agencies. Each individual has the right to review the files or records maintained on them by the agency, unless the records are identified as confidential information and exempted in Section 1798.3 of the Information Practices Act of the Civil Code.

FOR OFFICE USE ONLY

Receipt Number _____

APPLICATION FEE: \$275.00

PLEASE TYPE OR PRINT LEGIBLY

1. Name: (FIRST)					(MIDDLE)					(LAST)														
2. Address: (NUMBER & STREET)										Date of Birth:														
(CITY)					(STATE)					(ZIP)					(TELEPHONE)									
3. Disclosure of your Social Security Number is mandatory. Section 30 of the Business and Professions Code and Public law 94-455 (42 section # USCA(c) (2) (C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgement or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your social security number, your application for examination will not be processed and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.																								
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4. Education: Name(s) of School(s) or College(s) of Optometry attended (NAME OF SCHOOL)																								
(ADDRESS OF SCHOOL)					(NUMBER & STREET)					(CITY)					(STATE)					(ZIP)				
(DATE ENTERED)										(DATE GRADUATED)														
(NAME OF SCHOOL)																								
(ADDRESS OF SCHOOL)					(NUMBER & STREET)					(CITY)					(STATE)					(ZIP)				
(DATE ENTERED)										(DATE GRADUATED)														

5. National Board of Examiners in Optometry (NBEO)

Have your NBEO transcripts been sent to the California State Board of Optometry?
If answer is Yes, provide month and year of test administration.

☐ Yes ☐ No

6. Have you previously applied for licensure to practice optometry in California? If answer is Yes, provide the month and year of application:

☐ Yes ☐ No

7. Do you now or have you ever held a license to practice optometry in any other state?

If answer is Yes, provide state(s) and license number(s):

☐ Yes ☐ No

8. Have you ever had a license to practice optometry in this or any other state denied, suspended or revoked?

If answer is Yes, provide full details including charge(s), where (state or territory) and final disposition:

☐ Yes ☐ No

9. Are you presently suffering from any ailment communicable to others?

If answer is Yes, explain fully:

☐ Yes ☐ No

10. Have you, as a juvenile or adult, ever been convicted of or plead nolo contendere to any violation of a U.S. Statute, State Statute or local ordinance, other than Vehicle Code offenses in which fines levied were less than \$50.00? (Convictions dismissed pursuant to Section 1203.4 of the Penal Code must be disclosed)

If answer is Yes, provide the full details of each offense, including nature, location, disposition and date of disposition and submit with this application.

☐ Yes ☐ No

11.

I declare under penalty of perjury under the laws of the State of California that the answers and information given by me in completing this application, and any attached sheets, are true and I understand and agree that any misstatements of material facts herein may be cause for the denial of this application or for subsequent suspension or revocation of a certificate of registration to practice optometry in California if one is granted to me.

Signature of Applicant:

Date:

PHOTOS MUST HAVE BEEN TAKEN WITHIN THE LAST SIX MONTHS
USE TAPE DO NOT STAPLE

ATTACH
2" x 2"
PHOTOGRAPH
HERE